

Classification

98

REPORTS INVENTORY						CONTROL NO.					
PREPARE IN DUPLICATE											
1. TITLE OF REPORT (If a fill-in report include Form No.)  CSB Status Report to D/Pers					2. TYPE OF REPORT						
					<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING						
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)					
4. NO. OF COPIES PREPARED  6		5. FREQUENCY (weekly, monthly, quarterly, etc.)  monthly			6. DISTRIBUTION (No. of components not number of copies)  1						
7. FORMAT (memorandum, form computer print-out, etc) memorandum		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT						
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			IF YES GIVE ADP PROCESSING NO.  D/Pers						
10. PREPARING COMPONENT (include lowest level contributing information to report)  DDS/OP/SPD/CSB				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Weekly tally of activities.							
12. COST FACTORS											
A. MANUAL PREPARATION AND REVIEW COSTS											
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR				
GS-05 to GS-13	\$5.00		2		\$10.00		12 \$120.00				
B. COSTS OF COMPUTER PRODUCED REPORTS											
TOTAL COSTS PER YEAR											
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Accounts for branch activities in order to plan for ceiling, budget, and programming.											
14. FUTURE GOALS											
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS					
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain)  <table border="1" style="width:100%;"> <tr> <th>MAN-HOURS</th> <th>DOLLARS</th> </tr> <tr> <td></td> <td></td> </tr> </table>		MAN-HOURS	DOLLARS		
MAN-HOURS	DOLLARS										
16. DATE OF INVENTORY  9/21/70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  DD/Pers/R&P					18. EXTENSION  				

Classification

(see of 10)

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